

SECRET

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May 1971  
BPS/OL

BUILDING PLANNING STAFF  
PROPOSED TABLE OF ORGANIZATION

- 1 - Chief
  - 1 - Deputy
  - 1 - Executive Officer (Project Officer)
  - 1 - Support Officer (Planning Officer)
  - 1 - Logistics Officer (Planning Officer)
  - 1 - Technical Officer (Security)
  - 1 - Technical Officer (Communications)
  - 1 - Technical Officer (Computer)
  - 2 - Architect
  - 1 - Engineer (Electrical/Computer Electronic)
  - 1 - Engineer (Civil)
  - 1 - Engineer (Mechanical)
  - 1 - Space Analyst
  - 2 - Draftsman
  - 2 - Clerk/Steno
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- 18 Total Personnel needs for Planning Phase
- Site Security Staff
- OS Representative(s) at Architect-Engineering Office

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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1 - Chief, Building Planning Staff

Plan and direct efforts of BPS in fulfilling its mission of effecting the Agency Space Program by improved space utilization, planning and constructing new facilities as needed for departmental consolidation as well as new or changed functions. Responsible for liaison and coordination between top level Agency as well as other government agency personnel; local as well as state and Federal governmental officials; and industrial firms.

1 - Deputy Chief, Building Planning Staff (Admin, Planning Officer)

Assist Chief, BPS in planning and directing efforts of BPS in accomplishing its mission. Assume prime responsibility for division of functions as may be deemed advisable as staff workload increases in scope and quantity.

1 - Executive Officer (Admin, Project Officer)

Responsible for administrative functions of the BPS. Coordinate efforts of the staff and report progress accordingly.

1 - Support Officer (Planning Officer)

Responsible for personnel and space information, including statistical data and analyses, trend studies, graphs and chart presentations and development of projections.

Develop space utilization factors on current as well as on future requirements for use in Building Planning.

Act as BPS liaison officer in the maintenance of space and personnel data and maintain knowledge of anticipated space adjustments and projected personnel shifts and patterns.

Maintain current working knowledge of new techniques, systems, and procedures in field of space management in order to best plan for Agency component space relocation etc.

Prepare cost analyses, space directives and other special studies in support of building planning activities.

1 - Logistics Officer (Planning Officer)

Provide staff logistical expertise in the development of plans for the construction and occupancy of new facilities etc. Specifically develop criteria for traffic requirements, public as well as private transportation, parking requirements and their solutions, cafeterias, snack bars, and/or blind stands, and waste disposal.

1 - Technical Officer (Security)

Provides advice on the security considerations involved in establishing principles, concepts, and assumptions basic to a building program. Researches, collects, and collates data regarding existing and developing security equipment, techniques, and systems which should be considered in facility planning process.

1 - Technical Officer (Communications)

Provides advice on communications considerations involved in establishing principles, concepts, and assumptions basic to a building program. Conducts research and liaison regarding existing and developing communications equipment, techniques, and systems which should be considered in facility planning process.



1 - Technical Officer (Computer)

Responsible for the collection of requirements, technical data, and supervision of installation of electronic data processing devices. Conduct liaison with the manufacturer and the user to maintain the technical aspects of the installation within the guidelines of security and communications.

2 - Architects

Responsible for the technical data and techniques for the facility configuration and orientation and internal and external design. Site planning from Master Plans to individual facilities including internal and external transportation. Provide supporting graphics. Supervise the draftsmen who support the architects.

1 - Engineer (Electrical/Electronic)

As development of space directives for specific construction approaches actual A&E, status of the staff will require an electrical/electronic engineer to assist in the development of peculiar electrical requirements and to act as monitor in their development and subsequent construction. In this era of more electronic computer type emphasis, it becomes necessary to have this engineering competence on hand.

1 - Engineer (Civil)

As staff civil engineer be responsible for engineering development peculiar to the civil engineering discipline. Examples of these functions are land maps, topographical, and physical feature data and property descriptions; development of road networks, traffic flow; design and development of engineering plans and specifications; utilities systems and construction cost development. During construction phase, would act as construction project monitor between Agency, A&E, and contractor(s).

1 - Engineer (Mechanical)

The development of specialized buildings to meet Agency requirements involves the design of complicated power systems, air conditioning and heating systems, and a myriad of other mechanical items. By experience, it is known that the development for and the monitoring of construction of mechanical systems requires the presence on the staff of an engineer dedicated to this specialty.

1- Space Analyst

Responsibility for assisting the staff architects in the acquisition of space requirements for the design and development of space directives for the A&E phase and also for assisting in final space assignment and utilization. Assist in the formulation of and carrying out of occupancy plans.

2 - Draftsmen

Responsible for accomplishing engineering drawings and sketches as required by staff personnel in the development of space directives, engineering data, presentation drawings and renderings, as well as general graphics as required.

2 - Clerk/Stenos

Accomplish office regimen, arrange appointments, perform reception duties. Handle incoming correspondence, take dictation and type routine as well as difficult technical letters, studies, etc. Maintain files of correspondence, technical data, etc. Provide nominal administrative services as required.



Site Security Staff

Responsible for the security processing (clearances, badges, controls) of contractors and their employees and control of the site. Conduct sufficient inspections to maintain the technical security integrity of the building. Supervise the construction guard force. This is accomplished on a 24 hour basis. The size of the staff would depend upon the scope of the project(s) in being.

OS Representative(s) Architect-Engineers Office

Provides advice and guidance to the A&E staff on security matters as well as being the focal point of liaison (question answering) between the A&E and the Agency. Safeguards the classified information being utilized by the A&E.

6 May 1971

If T/O is approved: —

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Consider  as  
ADP — Computer — Electronics  
Engineer.

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